

Sec. 14-202. Personnel files generally.

There will be only one official personnel file maintained on each employee of the city and that file shall be maintained in the custody of the director. Any action of any nature pertaining to any employee shall be forwarded to the director for proper filing.

(Code 1968, § 12-202)

Sec. 14-203. Review of employee files.

(a) Any department director or designated supervisor of the city may, upon request, review any file of any employee in his respective department, but shall not be allowed to review the file of an employee of another department, unless consideration is being given to the transfer of that employee from one department to another department. All employee files shall be reviewed under the supervision of an employee of the human resources department, and no files shall be allowed to be taken from the human resources department. Information from any file of any employee of the city may be released to persons not employees of the city only at the discretion and under the supervision of the director.

(b) The names of special investigators or special employees who may be temporarily employed by the city and whose usefulness would be impaired were their identity disclosed, and the confidential reports on any applicant, eligible, or employee are to be held as confidential data and are to be guarded accordingly.

(Code 1968, § 12-203; Ord. No. 96-1290, § 20, 12-4-96; Ord. No. 05-91, § 1, 1-25-05)

Sec. 14-204. Preservation of records.

Roster cards or records, payroll records, minutes of the commission meetings, and eligible records shall be kept permanently. Records pertaining to any examination, including correspondence, applications, and examination papers with passing grades, shall be preserved for at least two years after the establishment of the eligible list, after which period of time they may be destroyed if deemed by the commission to be of no further value. Such papers shall be made a part of the permanent files of individuals who become employees of the city in the interim. The papers and

records of those who do not make a passing grade may be destroyed after 60 days, computing from the date the eligible list is created, but in no event shall these cards, papers, or records be removed meanwhile from the possession of the commission.

(Code 1968, § 12-204)

Secs. 14-205—14-209. Reserved.

**DIVISION 18. RULE 18. PAYROLL
PROCEDURE**

Sec. 14-210. Automated payroll system.

(a) The finance and administration department, central payroll division has authority for maintaining the automated payroll system and for maintaining the integrity of data therein. However, no payroll transaction that is made necessary by the hiring, terminating, or change in the rate of pay for an employee, when such transaction is used to generate payroll warrants for employees of the city shall be entered into the payroll data base unless and until the transaction has been audited by the controller and delivered to the finance and administration department, central payroll division, signifying that such audit has been conducted.

(b) The finance and administration department, central payroll division has authority for preparing all necessary payroll system reports, including payroll warrants. However, the city controller and the director of finance and administration shall not issue any warrant or order in payment of any salary or compensation to any person for filing or holding a classified position unless either the payroll, warrant, or check for that work bears the certification of the commission, that the persons named thereon are correctly named and titled, at the legal rate of pay, and were appointed or employed in accordance with the provisions of these rules and regulations. Subsequent to such certification and upon receipt of the payroll warrants, the city controller has exclusive authority for verifying, signing, and distributing the warrants to department directors and their designees.

(Code 1968, § 12-210; Ord. No. 86-321, § 1, 3-5-86)